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Flying Operations

FLYING HOUR MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard (ANG) instruction implements AFD 11-1, *Flying Hour Program*, by providing guidance to the ANG staff and flying units outlining responsibilities, policies, and procedures for planning, programming, and executing flying hours throughout the ANG. It also provides guidance and policy for reporting flying-hour execution. This instruction is applicable to all ANG flying organizations including wings, groups, and detachments. Send recommended changes or comments to ANG, Directorate of Air and Space Operations (ANG/XO), 1411 Jefferson Davis Highway, Arlington, VA 22202-3231, through appropriate channels using AF IMT 847, *Recommendation for Change of Publication*. Failure to observe the prohibitions and mandatory provisions in the publication is a violation of Article 92, Uniform Code of Military Justice (UCMJ); or that noncompliance may result in punishment under Article 92, UCMJ. This instruction recognizes that command authority is exercised by the State Adjutants General. The National Guard Bureau (NGB) provides policy and management guidance.

SUMMARY OF REVISIONS

Revisions include changes to reporting procedures, execution review periods, and procedures for submitting annual and periodic requirement requests, updated and detailed information on flying hour funding, and changes to reporting program execution and aircraft utilization reporting.

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1. General Information.

1.1. Program Objective: The objective for the Air National Guard Flying Hour Program (FHP) is to provide ANG units with adequate flying resources to accomplish validated training and mission requirements, to ensure the highest level of aircrew training and readiness, and to fully execute the approved flying hour program as funded in the President's Budget (PB).

1.2. Fiscal year flying-hour Operations and Maintenance (O&M) programs may not be exceeded without ANG/XO and ANG Financial Management (ANG/FM) approval. Likewise, the Transportation Working Capital Fund (TWCF) program, and its associated expense authority may not be exceeded without prior approval from Headquarters Air Force Operational Training Division (HQ USAF/XOOT) and coordination with Headquarters Air Mobility Command Training Resources Branch, Aircrew Operations and Training Division (AMC/A37TR).

1.2.1. Units must fly within their individual unit weapon system program and schedule missions accordingly to fully execute their annual flying hour allocation. Annual allocations may consist of O&M, contingency, and/or TWCF hours.

1.2.1.1. There may be situations during contingency or Air Expeditionary Force (AEF) deployments that training missions must be accomplished to maintain aviation skill proficiency, and in this case, O&M hours may be executed at an AEF location provided the mission is scheduled, planned, and executed for the sole purpose of training. Exception: The 116 ACW will conduct operational contingency missions using O&M flying hours.

1.2.1.2. ANG aircraft will not fly a training mission(s) from a Continental United States (CONUS) location into or terminate in a theater of operation or Area of Responsibility (AOR). Only missions scheduled in direct support of contingency operations and authorized by the combatant commander will be approved and those only when using incremental contingency flying hours.

1.2.2. Annual execution forecasts must include realistic monthly requirements for operational training, incremental contingency /AEF, and TWCF hours.

1.3. ANG/XO will ensure that each unit is allocated adequate flying hours for their aircrew to attain and maintain aviation skills necessary to successfully accomplish the units operational mission, and support other peacetime mission requirements.

1.4. Units are responsible for planning, scheduling, and executing their entire annual flying-hour allocation. To accomplish this, commanders will ensure that a Flying Hour Working Group (FHWG) is formed, and meets on a regular basis. The FHWG will consist of, as a minimum, representatives from maintenance, financial management, and operations.

1.4.1. It is recommended that representation from operations scheduling and maintenance plans and scheduling participate in all FHWG meetings to ensure capabilities can support requirements.

1.4.2. Unless otherwise appointed by the wing commander, the Operations Group commander (OG/CC) or the Air Operations officer (AO) will chair the FHWG.

1.5. FHWG meetings will be held not less than quarterly. Meeting minutes will be documented and maintained in operations in accordance with IAW the WebRIMs Records Disposition Schedule (RDS).

2. Programming.

2.1. ANG Plans and Programs (ANG/XP) develops the ANG flying hour program and then participates in the Air Force corporate processes to develop the Program Objective Memorandum (POM). Flying hour programming is solidified during this process, which occurs every two years. Modifications to the POM may occur during the Amended POM (APOM) process. The APOM process occurs during the odd years, and addresses mission changes or other top-driven initiatives. The ANG program becomes official once the PB has been signed. At this point the ANG is authorized to execute its program to the maximum extent possible

2.2. ANG/XP Program Element Monitors (PEMs) will utilize standard Air Force (AF) methodology when developing ANG programs. PEMs may validate unique training and mission requirements with ANG/XO action officers and other functional experts to ensure all requirements and concerns are addressed when developing the ANG program.

3. Model Development.

3.1. All commands will use a standard AF flying hour model. This model will consist of five core components: Force Structure, Aircrew Data, Requirements, Calculation, and Summary. For operational flying units, the relationship of these components expresses the mathematical description: force structure determines the total number of pilots, and pilots multiplied by requirements determine the total number of flying hours. For formal training units, the mathematical description is: average daily student load multiplied by the average number of hours per student per day, multiplied by the number of training days determines force structure.

4. Funding.

4.1. There are several types of Operation and Maintenance (O&M) funding used to support the flying hour program. They consist of Depot Level Repairable (DLRs) funds, Fly Supplies funds, and Aviation Petroleum (AVPOL) funds. These funds are tied directly to the flying hour allocations authorized by ANG/XO and actual hours executed during the fiscal year.

4.1.1. Unit flying hour funding distribution is derived by multiplying the unit's individual Cost Per Flying Hour (CPFH) by the total hours allocated/flown. CPFH factors are unit-specific and Mission Design Series (MDS)-specific. In all cases, it is important to note that any increase / decrease in a unit's flying hour allocation will drive a unit funding adjustment.

4.1.2. Only valid obligations for Maintenance and Life Support Responsibility Center/Cost Center (RC/CCs) will be considered in determining CPFH rates. Specific details about CPFH computation, funding sources, and financial management can be found in the ANG/FM Financial Guidance document. Additional hours will add funds to the program and a decrease in hours will withdraw funds from the program.

4.1.2.1. Fly Depot Level Repairable (DLR) funding covers expenses attributed to items provided by the Materiel Support Division (MSD) or items centrally procured to repair aircraft and end-items. DLRs are Budget Code 8, and these items are commonly referred to as Line Replaceable Units (LRUs) and Shop Replaceable Units (SRUs).

4.1.2.2. Fly Supply funding covers expenses attributed to items provided by the General Support Division (GSD). Fly supplies are commonly referred to as consumable items, and fall under Budget Code 9. Fly supplies are expendable, non-repairable spares used in direct sup-

port of the program. Included are the consumable repair parts used to maintain the aircraft and consumable assets associated with the end item permanently installed on the aircraft.

4.2. Funds Management – In the event an out of cycle funding requirement is identified, it must be coordinated through the unit FHWG and approved by the ANG flying hour program manager. Additional dollars will not be sent unless this coordination is completed.

5. Program Management.

5.1. Management of the Flying Hour Program is among a flying unit's most important peacetime responsibilities. The goal of the program is to provide the highest level of aircrew training possible within the resources of the Programmed Authorization (PA) while executing the unit's annual flying hour allocation and achieving the standard weapon system utilization rates (UTE) goal.

5.2. Program management starts with the initial planning phase and continues through the year of execution including Budget Execution Review (BER) II at mid-year and BER III for end-of-year (EOY) close out.

5.2.1. Planning starts approximately nine months before new fiscal year (FY), and continues through the year of execution. During the year of execution, units may fine-tune their current year requirements at BER II (mid-year), and again at BER III (EOY) close out.

5.3. Air Force standard MDS UTE should be used in the development of the annual flying hour requirement.

5.4. Planning is the cornerstone to successful execution. Accurate long range planning is extremely important for Headquarters United States Air Force (HQ USAF), Secretary of the Air Force, Financial Management (SAF/FM), and ANG/XP/XO, and ANG Logistics (ANG/LG) to prepare forecasts for critical programs and commodities. Current year planning is vital to unit funding and mission accomplishment.

6. Utilization Rates.

6.1. HQ USAF/XOOT publishes weapon system standard UTE goals that commands must measure to each month. Unit commanders should use these standard UTE rates in developing their individual unit flying hour program.

6.2. Standard UTE rates are established for each weapon system by a "lead command" that has the primary responsibility for that weapon system's standard UTE rate. Other commands flying a similar weapon system may request approval from HQ AF/XOOT to adopt a different UTE. AFI 11-103, *Aircraft Standard Utilization Rate Procedures*, provides policy and procedures for establishing UTE rates.

6.3. Units must report trends or significant events that impact achievement of the established MDS UTE goal to ANG/XO/LG. Reports should include severity, extent, and circumstances contributing to the problem. Further, comments should include the projected impact to the unit's ability to fully execute its current year flying hour allocation.

7. Allocation Process.

7.1. Annual flying-hour requirements are established by the unit's FHWG, and then forwarded to ANG, Executive Support Division (ANG/XOE) for validation. These requirements must include all

projected hours required to support operational missions, training, contingency/AEF operations, and TWCF missions.

7.1.1. Annual flying hour requirements are updated in the ANG GUARDIAN data program. Mid-year and end of year adjustments are also accomplished using the GUARDIAN program. Links to GUARDIAN are available from the ANG Logistics and Operations web pages and the AF Portal, from the ANG Flying Hour Management Community of Practice (CoP). Requirements may also be provided directly to ANG/XOE.

7.1.2. The ANG flying hour program manager will review all requirements and coordinate approval from the ANG/XO. Following ANG/XO approval, the FY allocations will be posted on AF Portal, in the ANG Flying Hour Management CoP. It is the unit's responsibility to verify that the published allocations are correct and support the unit's needs.

7.2. Annual allocations may consist of three categories of flying hours: O&M, TWCF, and incremental contingency/AEF flying hours.

7.2.1. O&M hours will support unit training including exercises and training based deployments such as Keflavik Alert, Flags, Thunder, and other Chairman Joint Chiefs of Staff (CJCS) / Major Command (MAJCOM) coordinated exercises.

7.2.2. Incremental/AEF hours support higher headquarters (HHQ) directed operations including Enduring Freedom, Iraqi Freedom, and Noble Eagle. Units are front loaded funding to support incremental/AEF hours via the unit's total annual flying hour program forecast.. NGB, ANG/FM, will be reimbursed for incremental hours by the supported command.

7.3. TWCF hours may only be executed by strategic/tactical airlift and KC-135 aircraft. TWCF hours will be included in the unit's annual flying-hour allocation. Maximum TWCF levels are set forth in established agreements with HQ AMC and HQ USAF/XOOT. Over execution must be approved by HQ USAF/XOOT and coordinated with HQ AMC/A37TR.

7.4. Changes to the allocation will result in parallel changes to associated funding. Changes in allocations will be priced out at the most current unit/MDS specific CPFH rates and will most likely create changes in total fly dollar funding.

8. Flying Hour Funding.

8.1. Initial Distribution: Initial distribution of fly funds is based on 75 percent of the total flying hours allocated for DLR and Fly Supply and 100 percent of the total hours for AVPOL. The FY flying hour allocation will include all validated hours including training, contingency / AEF, and TWCF. Flying Hour funds are floored. Funding may be reallocated within the flying hour program, but may not be reprogrammed.

8.1.1. The initial funding to the unit will be based on the unit's unique cost per flying hour CPFH factors developed by using their actual execution data within the fly program Element of Expense / Identification Code (EEICs) under the mandatory Maintenance and Life Support RC/CCs (##2E**, ##2G**, or ##2R**) from the previous FY. Gross obligations are reduced by the Due-In From Maintenance (DIFM) float and line item adjustments. Net obligations are then divided by the total flying hours executed to calculate unit CPFH factors.

8.1.2. The CPFH factor will be adjusted where necessary for conversions, contingencies, incorrect reporting, Time Change Technical Order (TCTOs), line item adjustments, etc. All hours, regardless of type, are funded at the unit's CPFH rates.

8.2. BER II: The unit's CPFH is re-priced at BER II (mid-year) based on fly funding obligations and flying hours executed as of 31 March.: The units CPFH is re-priced at BER III based on fly funds and flying hours executed as of 30 June. Units need to evaluate the hours projected at BER II and project their requirements to the end of the FY.

8.2.1. Total adjusted hours allocations are re-priced at the process that allows units to make a final adjustment to their flying hour allocation.

8.3. BER III: The BER III funding process will follow the same guideline except is will be based on fly funding obligations and flying hours executed as of 30 June. Units need to evaluate the hours projected at BER II and project their requirements to the end of the FY.

8.4. EOY Close-out. This activity is the process that allows units to make a final adjustment to their flying hour allocation. Funding will also be adjusted respectively. The EOY close-out process will be completed no later than (NLT) 15 July each year. Allocation adjustments for EOY must be made directly with the ANG flying hour program manager.

9. Co-located Major Weapon Systems. Units must forecast separately for each major weapon system design under their operational control. For example, A-10s and OA-10s, F-16A/Bs, and F-15C/Ds. Exception, LC-130 aircraft will be identified separately from straight C-130s.

10. AEF / Contingencies.

10.1. For the purpose of this instruction, AEFs and other HHQ directed operational missions are defined as operations directed by HQ USAF with tasking from a gaining MAJCOM. Examples of AEF contingencies are: Operation Iraqi Freedom, Operation Enduring Freedom, Operation Noble Eagle, and Joint Forge.

10.2. Flying hours logged during deployment, employment, and redeployment phases of contingencies will be coded for the specific contingency being flown. Airborne spares will also log hours for the contingency being supported. Mission utilization codes for these contingencies will begin with the letter "C" or "P". Refer to AFI 11-401, *Aviation Management*, for additional guidance.

10.3. Command level AF IMT 616, *Fund Cite Authorization (FCA)*, are no longer used for contingency or other deployed flying operations. Since the unit annual flying hour allocations include all anticipated contingency hours, deploying units must prepare and establish with the supporting supply activity their own AF IMT 616s citing unit funds to support flying in these deployed operations for unit aircraft.

11. Non-AEF Deployments and Exercises.

11.1. Non-AEF deployments and exercises will use O&M training hours unless otherwise instructed by the tasking activity and coordinated with ANG/XO. These missions may include Keflavik Alert, CJCS exercises, and other MAJCOM exercises.

11.2. Although units may receive AEF participation credit for these deployments, for the purpose of flying-hour management, these are considered non-AEF funded, and will be projected, allocated, and executed with O&M hours.

12. Counter Drug (Federal and State) Support.

12.1. Counter Drug operations in unit Primary Assigned Aircraft (PAA) will be planned and executed within the unit's O&M flying hour program. Flying hours to support C-26 aircraft will be forecasted and allocated separately from unit PAA.

12.2. Use the following mission codes for counter drug missions.

- 12.2.1. Federally funded counter narcotics missions: P6FG (all MDSs)
- 12.2.2. State funded counter narcotics missions: P6SG (all MDSs)
- 12.2.3. Senior Scout counter narcotics missions: P6FP (Deploy / Redeploy)
- 12.2.4. Senior Scout operational reconnaissance missions: 09FG (0=zero)

13. State Directed Relief Missions.

13.1. The following information is provided for managing and documenting flying hour execution for State directed missions. These missions are those in which the main purpose is in direct support of non-military activities such as civil relief, mercy missions, health, communications, public works, and others contributing to the economic and social well-being of the state and nation. Some such missions recently performed include aerial fire fighting and hurricane, tornado, and flood relief. In most cases, these flying hours will be executed by airlift, tankers, operational support, or rescue type aircraft. The issue revolves around using federal O&M fly money to support state directed operational requirements.

13.1.1. In most cases one of two scenarios will take place in order to support emergency relief operations.

13.1.2. The call for airlift assistance will be made from the state or federal agency (i.e., the Federal Emergency Management Agency (FEMA), who may in turn contact a the Tanker Airlift Control Center (TACC). TACC will then contact a unit and the mission will be flown as a Special Assignment Airlift Mission (SAAM) or Channel airlift mission, and coded according to HQ AMCs direction using a "M", "L", or "Cxxx" mission utilization code. Units should not seek reimbursement directly from the state for TACC directed TWCF funded missions.

13.1.3. The unit is called directly by their state headquarters. The ANG Operations Center may expedite the tasking process by coordinating State missions. However, the ANG Operations Center can't obligate ANG funds for State missions, nor can they obligate State funds or TWCF funds for state directed missions. The state United States Property and Fiscal Officer and Adjutant General must agree to use and accept State funds for airlift support. In these cases, the unit providing airlift support must seek reimbursement from the state requesting support and will collect and account for the reimbursements in the Fly Program RC/CCs and EEICs. In this scenario the crews should be on state funded active duty orders.

13.1.3.1. Units will seek reimbursement at the "Public" rate as identified in AFI 65-503, *US Air Force Cost and Planning Factors*, Paragraph A15-1., which can be accessed through the

Air Force Portal at: <http://www.saffm.hq.af.mil/FMC>. ANG Logistics Resource Division (ANG/LGY) will account for the additional funding when determining the unit's required annual resources. These flying hours will still be counted against the unit's total allocation. These missions must be coded using a "T4xx" mission code so that the hours may be verified and an audit trail is established.

13.2. As a recap. Use "M", "L", or "C" mission codes for TACC coordinated missions. Use T3SD (State Directed) for non-relief training missions. IAW AFI 11-401, Table A2.2., use T4 codes for Military Support of Civilian Authority missions. Please direct questions to the ANG flying hour program manager at DSN 327-2931. ANG mission utilization codes are available on the AF Portal in the ANG Flying Hour CoP. The list is frequently updated to support current events.

14. Transportation Working Capital Fund (TWCF).

14.1. TWCF hours provide economic airlift while accomplishing valuable training. TWCF hours are executed while performing Channel, SAAM, Joint Airborne and Air Transportability Training (JA/ATT), exercise, or contingency missions. Execution is validated by mission codes down-loaded from the Reliability and Maintainability Information System (REMIS) data system.

14.2. A portion of the overall ANG airlift flying hour program is identified to support TWCF missions. The ANG will only receive funding for hours logged accordingly with TWCF codes.

14.2.1. TWCF support and funding requirements will be included in a Memorandum of Agreement with HQ AMC whereby the ANG agrees to fly a certain percentage of its programmed MDS hours in support of TWCF tasking. The ANG does not have its own TWCF funding, but it does have an execution authority based on programming objective memorandum. Reimbursement funding must be earned by actually flying TWCF missions for AMC.

14.2.2. Since TWCF hour projections are included in the unit's total annual flying hour program forecast, funding to support these hours are front loaded. As TWCF hours are executed, ANG/FM will seek after the fact reimbursement from HQ AMC. The official data source for billing and validating TWCF hours flown each month is the REMIS data system.

14.2.3. Units flying TWCF missions must use appropriate TWCF mission codes in order for the ANG to receive reimbursement. These codes are the sole source for identifying and documenting TWCF participation. TWCF mission codes may begin with the letter "C", "L", "M", or "P".

15. Over-fly Reimbursements.

15.1. Over-fly occurs when a unit has fully executed its entire annual allocation. Afterwards, all flying hours executed will be considered as over-fly hours. Over-fly hours must be approved by the ANG/XO prior to execution.

15.1.1. Over-fly of O&M hours will be approved using existing resources. Over-fly to support contingency operations will be fully reimbursed.

15.2. Reimbursement for flying hours is contingent upon proper use of mission utilization codes. Reimbursement is based on flying hour data retrieved from REMIS. Failure to properly code flying hours will jeopardize the ability of the ANG to seek proper reimbursement.

16. Planning and Reporting Execution.

16.1. Each wing OG/CC or their designated representative will actively participate in unit FHWG meetings along with representatives from unit maintenance and financial management activities.

16.2. Mission utilization codes also relate to a specific program element code (PEC) unique to each unit and aircraft. If the incorrect mission code is entered, then an incorrect PEC code will be charged with the flying hour. Unit MXG personnel must ensure that the appropriate PEC is being used when logging flying time into either the Integrated Maintenance Data System (IMDS) or the GO81 data system. The specific system depends on you gaining MAJCOM or a Host Tenant Agreement from an active duty base.

16.3. ANG/LG monitors monthly flying-hour execution for each unit through REMIS. Unit level maintenance personnel make inputs to the IMDS or GO81 system, which later flows the same data into REMIS. Since the data fluctuates, validation must be accomplished at all levels. Units must correct discrepancies identified between the unit and REMIS systems. If units cannot make corrections locally, they should contact ANG, Maintenance Policy Division (ANG/LGMM) for assistance, DSN 278-8486.

17. Program Measurement.

17.1. The overall ANG flying-hour program is measured in four separate categories; direct O&M, TWCF, incremental/AEF, and indirect reimbursable hours.

17.1.1. Direct O&M: Hours flown for the purposes of aircrew training.

17.1.2. TWCF: Hours flown in support of TACC from the TWCF.

17.1.3. Incremental/AEF: Hours flown in support of HHQ contingency operations.

17.1.4. Indirect Reimbursable: Hours flown in support of the National Science Foundation, Foreign Military Sales, or Special Operations Command.

18. Management Control.

18.1. Management control of the flying-hour programs will be performed IAW the Compliance Review Guide (CRG) ([attachment 5](#)). Although the CRG may not be inclusive of every area to be evaluated, it serves as a minimum to be evaluated. Units may expand the CRG to include their unique areas of concern.

18.2. The chairperson of the unit FHWG must accomplish an annual review of their respective program to ensure compliance with published directives, policies, and / or agreements. Program reviews will be documented on the unit's annual statement of assurance. Program deficiencies or identified problem areas will remain open until corrected or resolved.

18.2.1. Units will provide ANG/XOE with a copy of the annual review. Annual reviews will be based on a calendar year.

DANIEL JAMES, III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 11-1, *Flying Hour Program*

AFI 11-103, *Aircraft Standard Utilization Rate Procedures*

AFI 11-401, *Aviation Management*

AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*

AFI 37-138, *Records Disposition-Procedures and Responsibilities*

AFI 65-503, *US Air Force Cost and Planning Factors*

ANGI 11-101, *Flying-Hour Management*

AFI 11-401/ANG Sup 1, *Aviation Management*.

Abbreviations and Acronyms

AF—Air Force

AEF—Air Expeditionary Force

AFCAIG—Air Force Cost Analysis Improvement Group

AMC/A37TR— AMC Aircrew Operations and Training Division, Training Resource Branch

ANG—Air National Guard

AO—Air Operations officer

AOR— Area of Responsibility

APOM—Amended POM

AVPOL—Aviation Petroleum Lubricant

BER—Budget Execution Review

CAMS— Consolidated Aircraft Maintenance System

CJCS—Chairman Joint Chiefs of Staff

CONUS—Continental United States

CoP—Community of Practice

CPFH— Cost Per Flying Hour

CRG—Compliance Review Guide

DIFM— Due-In From Maintenance

DLR—Depot Level Repairable

DOC—Design Operational Capability

EEIC— Element of Expense / Identification Code

EOY—End-of-Year

FEMA— Federal Emergency Management Agency

FINPLAN—Financial Plan

FHP— Flying-hour Plan

FHWG—Flying Hour Working Group

FMFIA—Federal Managers' Financial Integrity Act

FY—Fiscal Year

GPC— Government Purchase Card

GSD—General Support Division

HHQ—Higher Headquarters

HQ USAF—Headquarters United States Air Force

IAW—In Accordance With

JCS—Joint Chiefs of Staff

LRU—Line Replaceable Units

MAJCOM—Major Command

MDS—Mission Design Series

MSD—Materiel Support Division

MWS—Major Weapon System

NGB—National Guard Bureau

NLT—No Later Than

O&M—Operation and Maintenance

OPR— Office of Primary Responsibility

PA— Programmed Authorization

PAA— Primary Aircraft Assigned

PB—President's Budget

PEC—Program Element Code

PEIC—Program Element Identification Code

PEM—Program Element Monitor

POM—Program Objective Memorandum

RC/CC— Responsibility Center/Cost Center

RDS—Records Disposition Schedule

REMIS—Reliability and Maintainability Information System

SAAM— Special Assignment Airlift Mission

SRU—Shop Replaceable Units

SRRB— Spare Requirements Review Board

TACC— Tanker Airlift Control Center

TCTO—Time Change Technical Order

TWCF—Transportation Working Capital Fund

UCMJ—Uniform Code of Military Justice

UTE—Utilization Rates

Terms

Air Staff— Headquarters Air Force functional area staff agencies.

Budget Execution Review II (BER II)— This is the budget review and programmatic re-pricing activity which occurs at the midpoint of the fiscal year.

Budget Execution Review III (BER III)—This is the final adjustment activity that occurs at the end-of-the-year. During this exercise unfunded requirements are addressed, and un-executed hours are returned for re-distribution.

Modeling— The process that commands use to determine specific MDS flying-hour requirements for programming purposes.

Over-fly Credit— Over-fly credit is achieved when a unit fully executes its total approved flying allocation. ANG/XO must approve hours to be considered for over-fly credit.

Reimbursable Flying Hours— Hours flown for other agencies which are reimbursed to the ANG. These hours are considered as “over-fly credit hours” which may qualify the unit for additional funding providing hours flown exceed the funded allocations.

Transportation Working Capital Fund (TWCF)— A fund established to provide peacetime airlift for external customers at a competitive rate with civilian carriers.

Office Symbols

ANG/XO - Director of Operations and Operations Directorate

ANG/XOE - Executive Support Division

ANG/XOO – Operations Division

ANG/XOX – Deployments Division

ANG/XOOS – Operations Support Branch

ANG/FM – Financial Management

ANG/LGMM – Maintenance Policy Division

ANG/LGS – Supply Division

ANG/LGY– Logistics Resource Division

ANG/XP – Plans and Programs

Attachment 2**INITIAL FY FLYING HOUR ALLOCATION REQUEST****Figure A2.1. Sample Format for Initial FY Flying Hour Allocation Request.**

MONTH	O&M	TWCF	AEF	TOTAL
OCT				
NOV				
DEC				
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
TOTALS				

Attachment 3

MID-YEAR FLYING HOUR ALLOCATION REQUEST

Figure A3.1. Sample Format Mid-Year Flying Hour Allocation Request.

MONTH	O&M	TWCF	AEF	TOTAL
OCT	**	**	**	**
NOV	**	**	**	**
DEC	**	**	**	**
JAN	**	**	**	**
FEB	**	**	**	**
MAR	**	**	**	**
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
TOTALS				

** Fields populated with actual year-to-date execution figures for each category.

Step 1. Enter actual flying data for the first six months (October - March).

Step2. Enter requirements for April – September.

Step3. Ensure that totals equate to the planned EOY execution.

Attachment 4

END-OF-YEAR FLYING HOUR ADJUSTMENT REQUEST

Figure A4.1. Sample Format - EOY Flying Hour Adjustment Request.

MONTH	O&M	TWCF	AEF	TOTAL
OCT	**	**	**	**
NOV	**	**	**	**
DEC	**	**	**	**
JAN	**	**	**	**
FEB	**	**	**	**
MAR	**	**	**	**
APR	**	**	**	**
MAY	**	**	**	**
JUN	**	**	**	**
JUL				
AUG				
SEP				
TOTALS				

** Fields populated with actual year-to-date execution figures for each category.

Step 1. Enter actual flying data for the first nine months (October - June).

Step 2. Enter requirements for July - September.

Step 3. Ensure that totals equate to the planned EOY execution.

Attachment 5**COMPLIANCE REVIEW GUIDE (CRG)****Figure A5.1. CRG-XO-001, Flying Hour Management.**

CRG-XO-001 (10 Feb 05)

ANG Flying Hour Management

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ANG OPR: ANG/XOE, (DSN 327-2931)**SCOPE OF REVIEW:** Applies to all ANG flying organizations, including wings, groups and detachments. Compliance with referenced directives is mandatory.**DIRECTIVES:** AFD 11-1, ANGI 11-101, AFI 11-401, AFI 21-103, AFI 11-103, AFI 11-401/ANG Sup 1, and AFI 37-138.**RISK:** ANG managers must ensure oversight in day-to-day operations to detect/deter fraud and mismanagement of ANG resources, as required by the Federal Managers' Financial Integrity Act (FMFIA), Public Law 97-255. Failure to do so can result in manipulation and/or fraud and improper use of appropriated funds. Failure to properly code flying hours will jeopardize the ability of ANG to fully fund aircraft maintenance.**GENERAL:** This compliance review will be reviewed and updated annually by the chairperson of the unit's Flying Hour Working Group (FHWG). The review process will include interviews, examination of written documents to include FHWG meeting minutes, financial plan (FINPLAN) exhibits, and mid-year Budget Execution Review reports. Additionally, related documents for long range planning and conversions should also be considered and utilized.**Wing Commander (CC):**

1. Establish a FHWG, to include minimum representation by FM, MXG and OG.
2. Ensure FHWG is formed and meets on a regular basis.
3. Ensure that flying activities are scheduled to fully execute the unit's flying hour allocation.
4. Ensure the FHWG conducts an execution review on or about 15 March and 15 June each year as part of the mid-year execution review and the end of year closeout activities.
5. Ensure the unit(s) plans and fully executes the flying hour program with allocated resources while achieving the established ANG MDS UTE rate.
6. Ensure all flying hour allocation adjustments are coordinated with the unit Financial Management Office.

Operations Group Commander (OG):

1. Will ensure that the FHWG meets on a regular basis (at least quarterly).
2. Will develop a long-range plan for flying hour execution considering crew availability, scheduled AEF deployments, exercises, and home station training.
3. Will ensure that the unit's flying hour allocation is accurate and obtainable with available flying hour resources.
4. Will make every effort to accurately plan and execute the entire annual flying hour allocation while operating within the standard ANG UTE rate goal.
5. Ensure that ANG standard mission utilization codes are documented on the AFTO Forms 781, *Aircrew/Mission Flight Data Document*, for all missions flown with unit aircraft.
6. Request ANG/XO approval prior to over execution of current year flying hour allocation.
7. Report projected execution deltas (positive or negative) in writing, email or United States mail, no later than 1 September of each year to ANG/XO.

Comptroller/Financial Manager (FM):

1. Coordinate on the unit's annual flying hour requirement request prior to submitting to ANG/XO.
2. Ensure flying hour requirements are identified in the unit's FINPLAN.
3. Ensure that scheduled execution does not exceed flying hour resource allocations.
4. Coordinate on all changes to current year flying hour allocations.
5. Ensure that procedures exist to ensure that flying hour resources are only distributed to flying related activities.

Maintenance Group Commander (MXG):

1. Ensure that Maintenance Group is represented on the FHWG.
2. Ensure timely and accurate flying hour data is entered into IMDS/GO81 databases.
 - Enter data utilizing appropriate program element code (PEC) for MDS being reported.
 - Ensure that only ANG mission utilization codes are used for reporting flying time.
3. Ensure that unit level flying time is reconciled weekly with the unit Operations Group.
4. Coordinates on all changes to current year flying hour allocations.
5. Ensure that procedures exist to prevent flying hour funds from being "migrated" to non-fly programs.

6. Establish procedures to ensure IMPAC purchases using flying hour dollars are for flying related material/services.
7. Coordinate maintenance activities and flying schedules with Current Operations to optimize aircraft utilization. Report UTE deviation reasons monthly if greater than ten percent of ANG MDS goal to ANG/XOE. Reference AFI 11-103.

Flying Hour Working Group (FWWG):

1. Validate all flying hour requirements and current year adjustments prior to coordinating with ANG/XO for approval.
2. Submit current year changes to ANG/XO for approval.
3. Review program to ensure compliance with published directives, policies and/or agreements, utilizing CRG-XO-001, no less than annually.

- Complete CRG Summary Worksheet, Page 5, and submit to ANG/XO.

ANG/XO:

1. Will ensure each unit has adequate flying hour allocations for aircrew to attain and maintain aviation skills necessary to successfully accomplish the unit's DOC taskings and peacetime mission requirements.
2. Publish fiscal year flying hour allocation(s) on the ANG/XO Flying Hour home page <https://airguard.ang.af.mil>.
3. Coordinate unit requests for changes to current year allocation.
4. Approve/disapprove requests for over execution authority.
5. Publish flying hour allocations and related guidance on the flying hour home page.
6. Validate execution reimbursements with ANG/FM.

ANG/XP:

1. Participate in the ANG and Air Staff corporate process through the program objective memorandum (POM) and adjusted POM.
2. Develop and identify ANG flying hour requirements, using lead command models, traceable to Mission Design Series (MDS) specific training requirements and operational missions.

ANG/LG:

1. Monitor monthly flying hour execution for each unit.
2. Report monthly deviation reasons for utilization rates less than ten percent of the ANG command MDS goal. Reference AFI 11-103.
3. Distribute flying hour funding to units.

4. Establish, validate and approve unit cost per flying hour factors (CPFH).
5. Serve as the Command DLR Resource Manager and functional experts for Air Force Cost Analysis Improvement Group (AFCAIG) and SRRB processes.

ANG/FM:

1. Transfer associated funds to ANG DLR management office for issue to field units.
2. Advise NGB Financial Working Group (FWG) of any changes to current year budget for flying hour related issues.
3. Collect reimbursements from external activities.

Figure A5.2. Compliance Review Guide (CRG) Summary Worksheet.

COMPLIANCE REVIEW GUIDE (CRG) SUMMARY WORKSHEET

CRG XO-001

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Unit _____

1. Review Conducted by: _____
2. Date review completed: _____
3. Problems / Concerns Revealed:
4. Corrective Action Taken:
5. Policy Weakness Revealed:
6. Procedure Weakness Revealed:
7. Statements of Assurance:

(Signature and Title of Reviewing Official)

Mail to: ANG/XOE, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231